Civilian Employer Information (CEI)

VERY IMPORTANT. Please ensure your Reservists are providing their data. DoD has established a requirement of 95% compliance rate for all services.

Civilian Employer Information (CEI) has evolved dramatically since the 31 Mar 04 DOD Press release. The following is the most current information.

All Naval Reserve members are required to register information about their civilian employer and job skills, in order for DOD to meet three different requirements defined in law. The Department of Defense is required to: give consideration to civilian employment necessary to maintain national health, safety and interest when considering members for recall; ensure that members with critical civilian skills are not retained in numbers beyond those needed for those skills, and inform employers of reservists of their rights and responsibilities under the Uniformed Services Employment and Re-employment Rights Act.

If you are member of the Individual Ready Reserve (IRR), enter employer data at https://www.dmdc.osd.mil/Guard-ReservePortal. ****This is NOT to be used by SELRES or members of the VTU.**

If you are a member of the Selected Reserve, enter employer data at https://nsips.nmci.navy.mil

As a Selected Reservist, the easiest way to access the web site is to use an NMCI machine. If you are using an NMCI machine, you should not need a CAC card. If you are not using NMCI, your computer needs a PKI certificate installed. The RESCEN IT folks should be able to assist you in getting one and you still should not need a CAC card. If you think you have a PKI certificate installed, follow these directions to verify proper installation: Go to the URL. It should open a window that lists the PKI certificate. Click OK to use that certificate. From there you should be able to get in. Check options in Internet Explorer: Tools, Internet Options, Contents Tab, Certificates. There should be a list of the certificates loaded in that browser issued by DoD. If nothing is there, the PKI Certificate must be reloaded. Again, your Reserve Center can assist. If you are at the Reserve Center and they have NMCI, it may be easier to sign on there. If you do not drill at a Reserve Center or the Reserve Center does not have NMCI yet and you cannot install a PKI certificate in your computer, the alternative is to utilize any Reserve Center NSIPS machine to log onto the CEI website. The Center staff can get you to the CEI web site, but you must create your account and input the data.

Selected Reserve Login Instructions:

Step 1: Set up an ESR Self Service account. Go to Select "Existing Users (Self Service)" link. If you are not on an NMCI workstation, you will need to have a PKI identity certificate loaded into your web browser in order to access this web page.

Enter your SSN, Name, Email, and Phone information. You can enter your own Operator ID or click on the lightening bolt to have one generated for you. If you use the lightning bolt option, be sure to write the provided username down - the system is case sensitive. Enter your password and confirm it. Click Validate and Create Self Service Account.

You will see a message that your account has been successfully created.

Completely log out of the system and close all instances of any web browser before going to step 2.

Step 2: is update your Civilian Employer information.

Navigate to and select the NSIPS & ESR Access link. Using the Self Service Operator ID and password that you created previously, login to the Enterprise Records Management System (ERMS). Click on Employee Self Service, then Electronic Service Record, then Tasks, then Civilian Employer. Enter the following data in the required fields and drop down menus: primary employer's telephone number, selection of current standard occupation code via drop down menu (us department of labor based codes), position title, employer name and address, whether self-employed or not, start date (and end date if currently unemployed) in current occupation, and employment status via drop down menu; full-time, part-time, volunteer, student, or not currently employed. Civilian world retiree's use not currently employed. Information on additional employers may be added by clicking on the plus sign in the upper right corner of the panel. For ease of entry for multiple jobs, click on view all to display all records. There is currently no requirement for personnel to provide a job history. But when changing jobs in the future personnel will be expected to update their record by adding the end date to the old job, and by adding a new record to provide new job information. Press save.

If the system will not allow you to save your data and provides a error message referring to start date, make sure to click on the view all plus sign on the top right hand corner of the panel. This will give you visual access to multiple panels. Delete all extra panels and proceed to the save button.

*NOTE: You may update CEI via the NSIPS pay and personnel Clerk located at your Navy Reserve Activity. Contact your NRA (NOSC, SQUADRON or NAF)

A tutorial is available at the bottom of the ERMS home page.

Refer to ALNAVRESFOR Msg dtg 091431Z APR 04 for more detailed information.

If you experience problems, contact the **NSIPS Customer Support Center at:1-877-589-5991.**

Please see the NSIPS CEI page (link below) for the most up-to-date completion reports and statistics.

https://navyreserve.navy.mil/Private/Staff/Centers/Forces+Command/ManpowerAndPersonnel/NSIPS/default.htm

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